



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Financial Officer**  
**Assistant Secretary for Administration**  
Washington, D.C. 20230

JAN 12 2009

**PROCUREMENT MEMORANDUM 2009-03**

**ACTION**

**MEMORANDUM FOR: HEADS OF CONTRACTING OFFICES**

**FROM:** Helen Hurcombe *Helen Hurcombe*  
Senior Procurement Executive and  
Director for Acquisition Management

**SUBJECT:** Reporting Contract Actions Accomplished on Behalf of the  
Department of Defense (DoD)

**Background**

In June 2008, the Office of Federal Procurement Policy (OFPP) issued a memorandum entitled "Improving the Management and Use of Interagency Agreements". A significant goal of this directive is accurate reporting in the Federal Procurement Data System (FPDS) of funding obligations from a requesting agency when a contractual action results from an interagency transfer. In furtherance of that goal, the Department of Defense (DoD) has requested that specific procedures be used by the servicing agency when obligations are made on behalf of DoD.

**Purpose**

The purpose of this guidance is to prescribe the requirements for Department of Commerce (DOC) contracting officers when reporting all contractual awards in FPDS that are accomplished on behalf of the DoD.

**Applicability**

This guidance applies to all awards made against requisitions or other interagency transfer agreements received from DoD components that result in new contracts, purchase orders, delivery orders, task orders or call orders.

**Required Actions**

▪ **FPDS Reporting Requirements**

For all transactions covered under this guidance, you are required to complete the FPDS data field entitled "Funding Office ID" with the Department of Defense Automatic Addressing Code (DoDAAC) identified on the requisition (most often on a Military Interdepartmental Purchase Request (MIPR), Department of Defense Form 448) representing the requisitioner for the transaction. On a MIPR, this is **not** the Pay Office DoDAAC nor the Accounting Station DoDAAC identified in blocks 13 and 14 respectively. The requisitioner's DoDAAC should be identified in block 8 with the identity of the

The requisitioner's DoDAAC should be identified in block 8 with the identity of the organization providing the MIPR (note that it is often depicted as the first six characters of the MIPR number in block 5). *Do not accept requisitions/MIPRs if the requisitioner's DoDAAC is not provided.*

You are required to complete the FPDS data field entitled "Funding Agency ID" with the code shown on the attached matrix that correctly corresponds to the DoDAAC being reported in the "Funding Office ID" data field. This code should not be confused with similar codes that are often seen in block 14 of the MIPR.

- **Correction of Previously Entered Data**

In addition to ensuring accurate reporting of current awards, correction of historical actions is being undertaken by DoD. DoD is responsible for identifying needed corrections, as provided to the FPDS Program Office of the General Services Administration (GSA) for implementation, in order to ensure all DoD funding agency and funding office codes are properly aligned.

You are required to provide information in a timely manner to the Commerce Acquisition Systems Division, DOC, as requested, based on identified corrections.

If you have any questions, please contact Lori Donovan at [ldonovan@doc.gov](mailto:ldonovan@doc.gov) or (202) 482-1716.

Attachment: Department of Defense Organization Codes

cc: Acquisition Community  
Acquisition Council



**DEPARTMENT OF DEFENSE - ORGANIZATION CODES - AS OF OCTOBER 2008**

If DoDAAC begins with:	Enter this code in the Funding Agency ID data field:	Which represents the following DoD Component as requisitioner:
K, L, M, N, Q, R, or V	1700	DEPARTMENT OF THE NAVY
A, C, or W	2100	DEPARTMENT OF THE ARMY
E, F, or J	5700	DEPARTMENT OF THE AIR FORCE
S -- ONLY ENDING WITH "A"	9763	DEFENSE CONTRACT MANAGEMENT ACTIVITY (DCMA)
S -- NOT ENDING WITH "A"	97AS	DEFENSE LOGISTICS AGENCY (DLA)
HX	9736	ARMY/AIR FORCE EXCHANGE SERVICE
HQ0117	9777	BUSINESS TRANSFORMATION AGENCY (BTA)
H91221 thru H91227	9775	CIVILIAN PERSONNEL MANAGEMENT SERVICE
HR	97AE	DEFENSE ADVANCED RESEARCH PROJECTS AGENCY (DARPA)
HQC and HDEC	97AZ	DEFENSE COMMISSARY AGENCY (DeCA)
HA	97AR	DEFENSE CONTRACT AUDIT AGENCY
HQ04	97BZ	DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)
HC and H98249 thru H98400	97AK	DEFENSE INFORMATION SYSTEMS AGENCY (DISA)
HH	97DL	DEFENSE INTELLIGENCE AGENCY
HQ0028	97F1	DEFENSE MEDIA CENTER (DMC)
H94003	9771	DEFENSE MICROELECTRONICS ACTIVITY (DMEA)
HQ0013	97AT	DEFENSE SECURITY COOPERATION AGENCY (DSCA)
HS	97AV	DEFENSE SECURITY SERVICE
HD and HGD	9761	DEFENSE THREAT REDUCTION AGENCY (DTRA)
HE	97F2	DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA)
HQ0006, H95001	97JC	MISSILE DEFENSE AGENCY (MDA)
HM	97AB	NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY (NGA)
HNS	97CG	NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE
HF	97EX	OFFICE OF THE INSPECTOR GENERAL
HT	9760	TRICARE MANAGEMENT ACTIVITY (TMA)
H92	97ZE	U.S. SPECIAL OPERATIONS COMMAND (USSOCOM)
HTC711	9776	U.S. TRANSPORTATION COMMAND (USTRANSCOM)
HU	97HW	UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USUHS)
HHM	9773	VIRGINIA CONTRACTING ACTIVITY / DEFENSE INTELLIGENCE AGENCY
HQ0034	97F5	WASHINGTON HEADQUARTERS SERVICES
Any prefix that does not match the above formats.	9700	DEPARTMENT OF DEFENSE

DODAAACs specified above for 6 character are known DODAAACs for the organization. There may be other DODAAACs that belong to the same organization.